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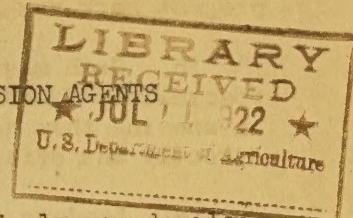
COOPERATIVE EXTENSION WORK IN AGRICULTURE AND HOME ECONOMICS

U. S. Department of Agriculture
and State Agricultural Colleges
Cooperating.

States Relations Service,
Office of Extension Work,
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COUNTY PROJECT COMMITTEE MEETING OUTLINE FOR STATE LEADERS, EXTENSION SPECIALISTS AND COUNTY EXTENSION AGENTS

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County Project Committee meetings are a comparatively new development in extension work. Their importance and value are only beginning to be appreciated. Many county and community project leaders are failing to function because they do not know what they can do or how they can serve. Project Committee meetings are held for the purpose of planning definitely the more important ways and means for carrying on the work of one project for the entire year. They are usually called by the county project leader of any major project and attended by the community project leaders of the same project, the extension specialist best qualified to assist, and the paid county extension agents; viz., the county agricultural agent, the home demonstration agent and the county club agent. Only comparatively few such meetings have been held up to the present time and there has been considerable variation in the methods used.

The purpose of this circular is to acquaint extension workers with some of the methods of conducting county project committee meetings which have proven most successful in the various states. Such meetings have recently been held for each major project in more than thirty counties in one state. Practical suggestions which should prove helpful have also been secured from the experience and observation of extension workers in other states. In order to bring out more concretely the methods used in arranging for and holding such a meeting this outline has been applied to a County Poultry Project Committee Meeting in which all county extension agents may cooperate. A County Poultry Project Committee Meeting will usually be attended by both men and women leaders.

ADVANTAGES OF COUNTY PROJECT COMMITTEE MEETING.

1. If project leaders have been carefully selected, such meetings will be attended by the one person from each community in the county taking up the project, who is most interested in and best able to further the work in the project. These leaders can most readily and accurately help determine the fundamental difficulties and the most practical means of reaching the goals set in the county and community programs of work.

2. Such meetings have great value in bringing to these community project leaders the advice and assistance of subject matter specialists in regard to how the work for the year may best be accomplished, based on experience in other counties.

3. They not only give individual project leaders more definite knowledge of their special duties and responsibilities but also provide contact with

leaders from every part of the county which has a tendency to stimulate in project leaders more interest and enthusiasm, greater consciousness of their responsibility and consequently greater activity.

4. From these meetings the specialists and county extension agents get a clearer understanding of the actual needs and conditions and of how the project work may be carried on through organized effort.

5. Such meetings will be of great help to county extension agents and specialists in drawing up their yearly calendar and plans for work and also in showing them how, in cooperation with leading farmers, they can serve more directly and effectively.

6. Leaders go back to their communities realizing that they have not only helped formulate a desirable county-wide plan for work but that they have acquired many new ideas about how the work can be taken up more effectively in their communities. They consequently become better able to explain the project to their neighbors.

PREPARATION BY COUNTY EXTENSION AGENTS FOR AN ALL DAY
POULTRY PROJECT COMMITTEE MEETING.

1. Plans for such a meeting can best be developed in joint conference of county extension agents and in consultation with the county project leader. The following outline is intended for an all day meeting.

2. Send Poultry Specialist a statement of work done on this project during previous years and goals set for this year.

3. Each county extension agent should prepare calendar of work for the year showing time reserved for monthly executive committee meetings and approximate time and dates needed for other important work on each project. The calendar should also show office days, vacations, conferences, fairs, time for preparing monthly and annual reports, etc. The following outline is suggested:

County- Lincoln

Part of yearly calendar of (John Doe)
County Club Agent
Date Jan. 10

County : Number :	Work to be done	: Number:	Period:	Remarks
Projects: Communi: and : ties		: days	: or :	
Goals : involved		: requir-	: dates:	
Poultry : 87flocks:	: Conference of county exten- : sion agents to plan county	: 1	: <u>Jan. 11</u> :	: county project leader for
to be : culled	: project committee meeting.	: ?		: revision same afternoon.
		: ed :		
	: County Poultry project com- : mittee meeting.	: 1	: <u>Jan. 26</u> :	: Services of specialist
				: arranged for at Extension
	: Poultry culling demonstra- : tion to train project leader:	: 2	: <u>Jan. 27</u> :	: Workers Conference.
	: and boys and girls' culling			: Places to be determined
	: teams.			
	: Visit culling teams each	: 10	: May- :	
	: month.			: Sept:

County : Number:	: Number:	Period:	
Projects:Commun: Work to be done and : cities :	: days : or : :requir: dates:		Remarks
Goals : involv:	: ed :		
:	:Additional culling dem:	:	:
:	:onstrations by Exten-	3	: July :Plans and dates to be worked ou
:	:sion Specialist to :	:	:at county project committee mee
:	:train culling teams and	:	:ing
:	:project leaders	:	:
:	:	:	:
:	:Check up results of	1	:Oct. 21:This will be done by circular
:	:culling demonstrations:	:	:letter to community project lea
:	:	:	:ters asking them to report flocks
:	:	:	:culled by teams or themselves.
(Dates definitely reserved are underlined, others are considered only tentatively set aside)			

4. Make up list of things to be done in preparation for the meeting and who is to do each. Assuming that there are three paid extension agents in the county the details might be divided about as follows in arranging for county meeting of poultry project leaders:

(a) Home Demonstration Agent will furnish list of farms where flocks were culled last year and names of people who have volunteered to cull their flocks this year. She will also furnish names of poultry raisers carrying on other poultry demonstrations last year. In consultation with the County Project Leader she will draw up form letter to all community poultry project leaders for signature of county project leader stating time, place, and purpose of meeting and asking them to come prepared to report on the following questions:

- (1) Number of families listed desiring to have their flocks culled this fall?
- (2) Families in the community willing to hatch chicks before May 1?
- (3) Families in community willing to demonstrate winter egg production
- (4) Families interested in building modern poultry house?

Emphasize the importance of this meeting and urge all project leaders who can not be present to send a report. Ask project leaders to bring suggestions for reaching goals set in their communities. A list of goals set in this project by each community should be enclosed to project leaders.

(b) County Club Agent will furnish list of all poultry club members in county by communities, list of boys and girls now being trained in community culling teams, and names of team members now qualified to give public culling demonstrations. He will also arrange for culling demonstrations for training community project leaders in culling -- during latter part of afternoon of day of county project committee meeting; and for culling demonstrations at two places in county for training poultry culling teams of boys and girls and project leaders who could not be present at first meeting and those needing more training.

- (c) County agent will write the State Extension Division making final

arrangements for securing the services of the State Poultry Specialist during day of meeting and two days following. He will also look up information regarding the price paid by local dealers for cockerels as compared with the city wholesale prices.

5. Each agent should telephone or see personally the community project leaders whom he or she knows best, or write them a letter stating that specialist will meet with them to help work out plans for the year.

6. List all important material to be brought to meeting such as cloth blackboard; county map showing community boundaries, location of poultry project leaders and poultry club members; list of all raisers of standard bred poultry, community project leaders and poultry club members. Check all material as soon as ready.

7. Work out set of symbols to be used in recording progress of work and results on county map, for example:

+ - Culling Demonstrations; H - Modern Poultry houses;
* - Poultry club members; P - Project leaders

8. Prepare map showing previous work done and work under way on project using symbol key suggested above.

9. Mimeograph or have printed copies of the county program of work sent or furnished to each project leader, showing goals set in county under each project. If it is not convenient to furnish goals set for all projects furnish goals of the poultry project.

10. Prepare for community project leaders an up-to-date list of farm bureau members in each community starring those likely to be most interested in the poultry project based on interest shown in previous years.

11. Plan some closing feature for the day's program which will interest leaders in remaining to the close of meeting. This might be a visit to a modern poultry house with specialist; a culling demonstration; a culling contest by two community boys' and girls' poultry culling teams, etc.

12. After conference between county project leader and county extension agents at which order of procedure for the meeting has been carefully worked out so as to show the most important questions to be considered and work to be accomplished, furnish copy of order of business for meeting to the county project leader and arrange with him to preside. Also send or give copy to the extension specialist.

13. Prepare the following table which may be mimeographed, placed on large paper chart or on blackboard:

Lincoln	County	Project	Poultry
		Date	January 11
Community	Leader	Main Problems:	Goals for 1920
Willows	Jno. Smith	hens	Unprofitable

Flocks to be culled : Poultry club team
be culling : Modern poultry houses to be built : demonstration

14. It is well to keep in mind that most meetings can be strengthened by careful planning and time spent in preparation for meetings nearly always gives large returns in increased success.

SUGGESTIONS FOR SPECIALIST IN PREPARATION
FOR
COUNTY PROJECT COMMITTEE MEETING.

1. Secure from paid extension agents of each county brief statement of work done in previous years on this project and copies of all county programs of work showing goals or definite work undertaken in each project so that a clear idea may be had of the relationship of this project to all other extension activities in each county.
2. Classify and chart the assistance requested by subdivisions of project so as to show the counties where culling demonstrations for training boys' and girls' culling teams, housing, feeding, record keeping demonstrations and other assistance is wanted.
3. After carefully analyzing conditions in each county and the work for the year and considering seasonal distribution of work of farm people and county extension agents and the best time of year for taking up each phase of the service wanted, estimate the approximate time available for each county, reserving time to be spent at the state office, fairs, vacation, etc.
4. In order to be prepared to schedule work to be arranged with the county project committees prepare calendar about as follows:

SUGGESTED FORM OF YEARLY CALENDAR FOR SPECIALIST.

Month:	dates re- served	County or town	Community or town	Work to be done	Days needed	Tentative dates or period allotted
Jan.	25	College		Correspondence	1	:
	26	Lincoln		County Project	1	:
				Com. Meeting	:	:
	27	"	Willows	Culling Dem.	1	:
	28	"	Spring-	" "	1	:
			water		:	:
Feb.	1	College		Conference Dir.	1	:
		Grant		County Project	1	: Feb. 2
				Com. Meeting	:	:
					:	:

5. Fill into calendar time reserved for office days, vacations, conferences, fairs, time for preparing monthly and annual reports, and dates tentatively or definitely set aside for each county.

6. If county project committee meetings have not been called for in counties where they would seem to be desirable it may be well to arrange to have the extension director advise the county extension workers that the specialist is available and prepared to attend and take part in county project committee meetings in counties where his services are requested.

7. Look up information likely to be called for at meetings which may not be clearly in mind such as sources of good laying strains, prices of cockerels and culls both at local and wholesale markets, reliable commission houses and the simplest and most effective methods for training community project leaders and boys' and girls' culling teams. If not already available it may be desirable to prepare brief mimeographed circulars giving such facts in the form that will be most helpful both to county extension agents and project leaders.

8. Make up list of material to be taken to such meetings including sample forms for press material, posters, charts, agreements, suggestive follow up record cards or sheets for use of community project leaders in making up records of work under way and progress or results.

9. Prepare itinerary for routing self from county to county so as to save time and unnecessary expense.

10. The above outline for preparation is only suggestive and the actual preparation for meeting will of course depend upon State and local conditions, work to be taken up, etc.

SUGGESTED ORDER OF PROCEDURE AT MEETING.

1. Have all project leaders get acquainted with specialist, local extension agents and with each other. Have one of extension agents or a community project leader act as Secretary.

2. Have county project leader call meeting to order and state purpose of meeting under following headings:

(a) To correlate efforts of all community project leaders in working out a uniform plan throughout the county for carrying on county-wide phases of this project.

(b) To learn of the work already accomplished and plans under way in each community.

(c) To work out definite plans with assistance of specialist for each phase of the project covering balance of year and not to listen to a lecture on poultry.

(d) To make up a calendar of work including dates, places and assistance to be used at all county and community poultry meetings especially the poultry culling demonstrations, and possibly a tour of the leading poultry farms in that part of county where poultry raising is carried on most extensively.

3. Roll Call of Poultry Project Leaders by chairman asking them to report for their community under the following headings placed on blackboard in order to summarize by communities.

Community	Number families wishing flocks culled	Number families willing to practice early hatching	Number families willing to demonstrate winter egg production	Number families willing to build modern poultry house	Number families keeping egg records
Willows	5	3	1	0	0

As each community project leader reports attention may be called to chart showing goal set in that community.

If listing summary of reports on blackboard and following the outline does not limit discussion by project leaders sufficiently it may be necessary for chairman to limit each report to 2 or 3 minutes.

4. Brief summary of reports given and reports sent in may now be given and analyzed by one of county extension agents under the following headings:

- (a) Work on project last year and results. Refer to map.
- (b) Goals set for this year.
- (c) Phases of project in order of county-wide importance.
- (d) Summary of progress to date based on reports of project leaders.
- (e) Work to be planned for balance of year.

5. The county extension agents and specialists as well as the project leaders are sometimes inclined to devote too much time to subject matter questions resulting in insufficient time for working out ways and means for

carrying on the work to be done during the year. A few specialists have also outlined before the committee too fully all the work they are carrying on in the state. This often results in community project leaders wishing to cover too many phases of the project in every community instead of carrying on only one or two of the most important phases of the project. There is danger of overenthusiastic extension agents suggesting too directly what they think ought to be taken up during the year without sufficient regard for what the people want done as expressed at the community committee and community meetings. It may be desirable for the chairman to explain that it is not the purpose of this meeting to change the county program of work and that the community programs of work form the basis for the county program of work. There is as much danger in undertaking too much work as not enough.

With these facts in mind those present should be led to develop ways and means for carrying on their work, especially methods that may be used by community project leaders. This part of the discussion may be led by the county project leader, a county extension agent or preferably the specialist.

(a) List first the number of flocks to be culled set as a goal for the entire county based on community goals and take up plans for reaching the goal under the following divisions:

(1) Methods of listing additional families in communities where quota for flocks is to be culled has not been reached; set time limit for completing quota.

(2) Decide upon tentative dates and places for culling demonstrations.

(3) Explanations by county club agent or specialist regarding assistance which boys and girls culling teams can render to community project leaders in helping give one or two additional culling demonstrations in a few communities.

(4) Have specialists and project leaders plan records to be kept and forms to be used.

7. If several communities have set a goal of a certain number of families to demonstrate winter egg production plans may be discussed under the following headings:

(a) Number and distribution of families which have volunteered to carry on such demonstrations compared with goal.

(b) List additional families in each community which practiced early hatching last spring and are interested.

(c) List on blackboard the principal requirements of such demonstrators such as use of proper rations, proper housing, use of green feed, feeding scratch feed in deep layer of straw, etc. In order to head off a long subject matter discussion at this time, it may be desirable for specialist to furnish each project leader a one page statement showing in outline form the requirements for such demonstrations.

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(d) Provision can be made for thoro discussion of winter egg production at a special meeting in late fall.

8. If there are to be a few deronstrations of modern poultry house construction specialist may agree to secure blue prints and specifications from poultry Department at College. Specialist may also be able to meet the 5 or 6 people who are planning to build these houses and go over plans with them on a certain date at the Farm Bureau Office. On the other hand, it may be decided that one of the county extension agents will explain plans and blue prints to prospective builders.

9. The committee may wish to plan one or two auto tours in different parts of the county to visit modern poultry farms. This would lead to a consideration of farms to be visited, roads, distance which should be covered, time of starting and date, place for eating chicken dinner, arrangements for having specialist or other speaker present, goal set for attendance at tour. It may be desirable to leave the working out of details for tour to two or three project leaders in communities most concerned.

10. Explanation by specialist of how project leaders may assist demonstrators in keeping poultry records.

11. If there are other phases of the poultry project to be considered they can be taken up in the same way considering especially what needs to be done by project leaders and extension agents who is to do it, when and where meetings or demonstrations are to be held.

12. Complete filling out of calendars of specialist and county extension agents with reference to work to be done by each -- showing dates and places for all meetings and demonstrations connected with this project.

13. Consider other work to be done during the year if suggested by the project leaders themselves such as arrangements for survey of conditions in preparation for work next year; awakening interest in problems now fully recognized by project leaders but not apparent to the average farm bureau member, such as the need for getting out a directory of poultrymen producing standard bred chicks for sale; the strengthening of premium list for farm poultry at county fair; and the planning for poultry judging or culling contests at the county fair by boys' and girls' club teams.

14. Be sure to have project leaders take back to their communities not only a large amount of enthusiasm but also definite ideas of what is to be done during remainder of year, who is to do it and how.

If this has been an all day meeting as it should be, time should be set aside for a culling demonstration for training project leaders and local extension workers. An hour may be found for such a demonstration on a nearby farm.

As each hen is handled and discussed by the specialist the leaders should pass by, observe, and feel the conformation of the hen, and note color of beak, shanks, etc. so as to learn to recognize the characteristics of good, poor and non-layers. It is not enough to have a lecture on the subject. If

two or three know how to cull they may assist the specialist in showing others how to do it. It may be desirable to visit two or three flocks to give leaders more experience.

If boys and girls culling teams are to be given additional training during the next two days, project leaders should arrange to get additional instruction at that time. Announce time and place of other culling demonstrations to be given.

Announce that minutes of meeting will be sent to all community project leaders.

Arrange to meet community project leaders of outlying communities, who may not have been present, in groups or plan to go over details with them at a community committee meeting. A long trip to see individual project leaders may often be avoided by having some leader from neighboring community see them, or by writing leaders not present asking them to call at the Farm Bureau Office the next time they are in town.

The principal requirements for a successful county project committee meeting are:

- (1) Definite community programs of work with definite goals.
- (2) A definite county program of work based upon community programs.
- (3) A thorough understanding by the extension agents and specialist of local conditions, purpose of meeting and just what is to be accomplished.
- (4) Careful preliminary work and a comprehensive plan for conducting the meeting, agreed upon by the extension specialist, county project leader and county extension agents.
- (5) A good attendance of well-informed capable project leaders.

With the further development of this plan to meet local conditions and its adaptation to other projects, the county project committee meetings will serve as one of the most important steps toward getting project leaders to understand their work more fully and to function more effectively.